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PRB Policy and Procedure for Advising Book Authors Concerning External Referral Process

All authors who submit book manuscripts will be advised that the manuscript may be referred to an external federal government entity for review. Author notification will be made as follows:

- Upon initial receipt of the manuscript, the PRB's message acknowledging receipt of the manuscript will advise the author that the manuscript, as part of the review process, may be referred to other federal government entities.

Draft Initial Response:

The Publications Review Board has received your [SUBMISSION] entitled “[TITLE].” We shall notify you of the Board’s decision as soon as the review is completed.

We make every effort to complete our review as quickly as possible. Reviews usually take thirty or fewer days, but will take longer if the issues presented are complex or if the manuscript must be referred to other government entities (e.g., NSA, DoD, DIA, NGA, NRO, NSC, DoE, etc.) because their equities are involved. Based on our initial review, your submission will require such external coordination. Once the PRB has completed its review of your manuscript, if we are still awaiting a response from any external organization, we will provide you with a status update.

- If the Agency has completed its review of the book manuscript, but no response has been received from the “referred to” organization, the author will be immediately notified of that fact.

Draft Interim Response:

The Publications Review Board has completed the Agency’s review of your manuscript entitled “[TITLE],” but it is unable to provide you with a final determination at this time.

As you are aware, due to the material contained within your manuscript, the PRB was required to forward it to another federal government entity for coordination. To date, we have not received a final determination from [ORGANIZATION(S)] as to whether it has identified any classified material within the text. We are making every effort possible to have [ORGANIZATION(S)] complete their review as soon as possible.

Once we have received their response, we will promptly provide you with a final and complete determination concerning your manuscript.

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